



OKLAHOMA ABSTRACTORS BOARD

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INSTRUCTIONS FOR USE OF FEE SCHEDULES

The Oklahoma Abstractors Board must approve any changes in fees prior to becoming effective and shall notify the applicant in writing of any action taken within 60 days of submission. Fee changes will be considered with the renewal application and then only one other change annually requested independently. Abstracting charges shall be separately stated and shall not be combined with title insurance, closing fees or examination charges on all invoices, statements, settlement statements and consumer estimates. ***It is VERY important to remember that despite the new RESPA rules, the rules of the Oklahoma Insurance Department and the Oklahoma Abstractors Board require that title insurance and abstracting charges, including the final title report or final abstracting must be separately shown on the HUD-1 Settlement Statement.***

Choose either the **Time-Based** or **Page-Based** filing form. For the Time-Based form, please break down the different cost for the different time periods for each certificate listed, for example, list the cost for a supplemental certificate for less than 6 months, 6 months to 5 years, 5 – 10 years, etc. and then also list the cost for the other certificates listed and the different cost for each time period as explained above. For the Page-Based form, please break down the different cost per page for each certificate listed.

Check the appropriate box to indicate if the form submitted is the same as previously approved by the OAB or if you are submitting an amended fee schedule. An annual filing would be submitted along with your Certificate of Authority renewal application.

Fill out all company information including a contact person for questions by the OAB or office staff.

- I. List your charges for each Uniform Abstract Certificate circumstance in the platted and unplatted columns. If your charges are the same in each circumstance, list the charges again.
- II. List charges of Special Abstract Certificates along with the number of names or pages included and also the cost for each after that number is reached. List charges for Other Special Certificates that are not listed along with the conditions and restrictions.
- III. List the cost for multiple abstracts in a new subdivision and new construction and list the number and cost out to the right side along with conditions and restrictions that apply.
- IV. List the cost for multiple abstracts in a new construction (1-4 family residential) along with conditions and restrictions that apply.
- V. List the cost of Mineral Abstract Certificates by page or other specified fee with conditions and restrictions that apply.
- VI. List the cost for Final Certificate for title insurance for 6 months or less and also for more than 6 months and the cost of the final title report.
- VII. List the cost and description for any search or services that were not previously mentioned.